



ZONING CODE CHAPTER 18.24 and 18.72 MINOR DEVELOPMENT SUBMITTAL INSTRUCTIONS and CHECKLIST

This checklist is not designed to be a substitute for the Zoning Code provisions. Applicants and their consultants are expected to review the details of the Code. Copies of the Zoning Code can be purchased in the Planning Department, or accessed online at http://www.manitousprings-co.gov/PDF/Zoning_Code.pdf

A pre-application meeting shall be scheduled with the Planning Staff prior to Minor Development submittal. The following information needs to be provided at that meeting:

- 1) Existing zoning and use of the site and adjacent properties.
- 2) Conceptual site layout.
- 3) Existing and proposed access location(s).
- 4) Existing contours and proposed grades (FIMS data may be used and is available from CSU).
- 5) Vicinity map
- 6) Conceptual building exterior elevations.

By **5:00 p.m. on the published submittal date**, the following information, as specified in the Zoning Ordinance, shall be provided to the Planning Department:

Pre-Submittal

Submittal

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| ___ 1) Completed Application Form with nonrefundable fee. | ___ |
| ___ 2) A project narrative (letter of explanation/justification, statement of ownership and a chart with the required development data). | ___ |
| ___ 3) One to scale copy up to 11"x 17", or three copies over 11"x 17" and up to 24"x 36" and a reduced size (not to exceed 11"x 17"), of the following plans, reports and exhibits: | |
| ___ a. Site plan (with a colored site plan for public hearings). | ___ |
| ___ b. Elevations (colored for hearing), Building details (a chart identifying exterior materials). | ___ |
| ___ c. Phasing plan/schedule for completing the development, if the proposal will be developed over more than one phase or one year. | ___ |
| ___ d. Landscape plan (design, installation & maintenance of landscaping with a chart showing that it meets requirements). | ___ |
| ___ e. Photometric lighting plan (including street lights), for any exterior lighting. | ___ |

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| ___ | f. Drainage plan and report. | ___ |
| ___ | g. Grading and erosion control plan. | ___ |
| ___ | h. Parking plan. | ___ |
| ___ | i. Public improvements plan/utility plan. | ___ |
| ___ | j. Visibility impact analysis. | ___ |
| ___ | k. Citizen Participation Plan and Report. | ___ |
| ___ | l. Evidence of Mailed Notification per Zoning Code Requirements. | ___ |

Optional requirements:

Pre-Submittal

Submittal

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| ___ | l. Traffic study and plan. | ___ |
| ___ | m. Geologic hazards plan and report. | ___ |
| ___ | n. Environmental and Fiscal Impact Report. | ___ |
| ___ | o. Parks, trails and open space report. | ___ |
| ___ | p. Additional, detailed technical studies/data as required
by the Planning Staff. | ___ |